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Acting Chief,

9 February 1950

Chief, Services Division

Approval of Requisitions

1. Effective this date, 9 February 1950, and until further notice, the Acting Chief, Supply Branch, will in lieu of the Chief, Services Division, approve all requisitions for replenishment of standard stock items when the cost involved is less than \$1,000.

2. Requests for other than stock replenishment initiated by the Services Division resulting in a cost in excess of \$100.00 will continue to require the approval of the Chief, Services Division. Also, all requisitions for procurement in excess of \$1,000 for any CIA activity will be referred to the Chief, Services Division, for approval.

3. The present system of computing consumption, time of delivery, etc., for the purpose of determining quantities for replenishment of stock will be followed in all instances, with the exception of items of office equipment, such as chairs, desks, typewriters, dictating machines, calculating machines, adding machines, etc. In such cases, the consumption factor will be the consumption during the month prior to the date on which the replenishment requisition is prepared. This is necessary in order to avoid overstocking, as on these items the rate of issue is on the decline.

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cc: MIM Chrono

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